### AIRCRAFT DISPATCHER

## **UNIT 1 – AIRCRAFT FLIGHT PLANNING**

# LESSON A – FLIGHT CRITERIA AND CLASSIFICATIONS

## INSTRUCTIONS TO THE INSTRUCTOR

Unit 1 is composed of four lessons; consider using more than one qualified instructor to teach this unit.

The intent of this lesson is to identify the types of aircraft flights and missions and the ordering requirements for each. Encourage the students to ask questions and make comments. The scenarios in Unit 1C will rely on the definitions presented here to complete the exercises. Ensure that the students have a good understanding of this material.

# NOTES

### **DETAILED LESSON OUTLINE**

COURSE: Aircraft Dispatcher

UNIT: 1 – Aircraft Flight Planning

LESSON: A – Flight Criteria and Classification

TIME: 45 minutes

TRAINING AIDS: Overhead projector or computer with CD-ROM and

computer projector; projection screen; markers, masking

tape or tacks; handouts; flip chart

OBJECTIVES: Upon completion of this lesson, students will be able to:

• Identify four criteria used by an aircraft dispatcher when evaluating flight types.

• Classify a flight as administrative, non-administrative, tactical fire, or tactical non-fire.

• List three reference publications that are available to an aircraft dispatcher.

	OUTLINE	AIDS & CUES
INTRODUC	E THE LESSON.	1A-01-ACDP-EP
PRESENT T	THE LESSON OBJECTIVES.	1A-02-ACDP-EP 1A-03-ACDP-EP
I. FLIGH	IT CRITERIA	1A-04-ACDP-EP
A.	Гуре of Flight/Mission	
-	1. Point-to-Point Flights	1A-05-ACDP-EP
	<ul> <li>Originate at one developed airport/heliport and travel directly to another or same developed airport/heliport (e.g., flying from Point A to Point B)</li> <li>Includes transport of personnel and/or equipment</li> </ul>	
	• Flights above 500 feet above ground level (AGL)	1A-06-ACDP-EP
DISCUSS TI MSL.	HE DIFFERENCE BETWEEN AGL AND	
	<ul> <li>AGL (Above Ground Level):         <ul> <li>altitude measured in feet</li> <li>above the level of the ground,</li> <li>a point or object measured in feet above the ground such as</li> <li>a mountain top or tower.</li> </ul> </li> <li>AGL follows the contours of the earth.</li> </ul>	

	OUTLINE	AIDS & CUES
	- MSL (Mean Sea Level): altitude measured in feet from average (mean) sea level. Example: A mountain top is at 5,500' MSL; 500' AGL would equal 6,000' MSL.	
	<ul> <li>Personal protective equipment (PPE) is mandatory for all helicopter flights.</li> </ul>	
	• Can be administrative or non-administrative	
2.	Special-Use Missions	1A-07-ACDP-EP
	• All flights not meeting the definition of "point-to-point" flights	
	• PPE is mandatory.	
	<ul> <li>May also be referred to as "Tactical"</li> </ul>	1A-08-ACDP-EP
	• Can be administrative or non-administrative	
	• Examples of aircraft that operate below 500' AGL: helicopters (fire and non-fire), airtankers, smokejumpers	

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B.	Orde	ering I	Procedures for Aircraft	1A-09-ACDP-EP
	Loca	al orde	ering policy may vary.	
	1.	Res	ource Order	
	2.	Airo	craft Flight Request/ Schedule	
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		OUTLINE	AIDS & CUES
		3. Resource Tracking (VFR and IFR)	
		a. Radio	
		b. Telephone	
	_	DETAILED DISCUSSION OF AIRCRAFT CTS IS PRESENTED IN UNIT 1B.	
	D.	Pilot/Aircraft Carding and Approvals	1A-11-ACDP-EP
		• Each pilot must be fully carded and qualified for each mission.	
		• The aircraft must be fully carded for each mission.	
II.	FLIC	GHT CLASSIFICATION	1A-12-ACDP-EP
	A.	Administrative Flights	1A-13-ACDP-EP
		• Point-to-point flights which are neither mission-oriented nor tactical in nature	
		• Above 500 feet AGL	
		<ul> <li>Ordered via Flight Request rather than a Resource Order</li> </ul>	
		• Does not require 15-minute check-in	
		• Example: Movement of personnel to a meeting	
	B.	Non-Administrative Flights	1A-14-ACDP-EP
		Flights conducted solely to transport personnel and/or cargo as the result of a Resource Order	
		• Point-to-point flight	

		OUTLINE	AIDS & CUES
	•	Above 500 feet AGL	
	•	Logistical flight to move aircraft, crews, equipment, supplies, and/or overhead	
C.	Tact	cical Fire (Special-Use)	1A-15-ACDP-EP
	1.	Missions	
		• Retardant	
		• Smokejumpers	
		• Infrared—files an IFR flight plan	
		<ul> <li>Lead Plane, Air Attack, Aerial Supervision Module (ASM)</li> </ul>	
		• Helitack	
	2.	Ordering Procedure	1A-16-ACDP-EP
		Tactical fire missions are ordered on a Resource Order.	
UR RI IGHT	EFERI REQU	LIGHT REQUEST, IS GIVEN FOR ENCE. REFER STUDENTS TO THE JEST PRESENTED ON PAGES 1A.8 HE STUDENT WORKBOOK.	1A-01-ACDP-IR SW pages 1A.8 and 1A.9
		In addition to the Resource Order, complete a Flight Request when an aircraft crosses geographical boundaries.	
		Example: A helicopter en route to a fire ordered on an A# from Colorado to Utah. The Flight Request gets passed along the flight path to dispatch offices where the helicopter will check in en route.	

		OUTLINE	AIDS & CUES
	D.	Tactical Non-Fire (Special-Use)	1A-17-ACDP-EP
		• Examples: Wildlife surveys and aerial photography	
		May require a cost comparison	
		Ordered on a Flight Request	
III.	REF	FERENCE PUBLICATIONS	1A-18-ACDP-EP
		TUDENTS TO PAGE 1 OF THE AIRCRAFT CHER JOB AID.	
	A.	Interagency Airspace Coordination Guide	
	B.	Interagency Air Tactical Operations Guide	
	C.	National Mobilization Guide, NFES 2091	
	D.	Geographic Area Mobilization Guide	
	E.	FSH 5709.16 Flight Operations Handbook	1A-19-ACDP-EP
	F.	Interagency Lead Plane Operations Guide	
	G.	Interagency Air Tactical Group Supervisor Guide	
	H.	Interagency Helicopter Operations Guide (IHOG), NFES 1885	
	I.	Interagency Standards for Fire and Fire Aviation Operations, NFES 2724	
REV	'IEW	THE LESSON OBJECTIVES.	1A-20-ACDP-EP
	THE ESTIC	STUDENTS IF THERE ARE ANY ONS.	1A-21-ACDP-EP

# NOTES

# AIRCRAFT DISPATCHER

# UNIT 1 – PREPARING FOR AN AVIATION OPERATION LESSON A – PREPARING FOR AN AVIATION OPERATION INSTRUCTOR REFERENCE

Reference No. Description

1A-01-ACDP-IR Aircraft Flight Request/Schedule

# **NOTES**

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Desired ACType:   Helicopter   Airplane	Form 9400-1a (May 1993)			DEP. BURI AIRCRAFT		OF THE IN ND MANA REQUEST	TERIOR GEMENT I/SCHEDU	LE					. Airciait inioimati FAA N#	u o		
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Desired ACC Type:   Helicopter   Airplane   Color	Initial Date/Tim	e To/From		hone Number								<u>t</u>	Make/Model			
Desired A.C Type:   Helicopter   Airplane   Priore   Pr												<u> </u>	Color			
Pilot(s)   Pilot(s)   Pilot(s)	Check one:	Point-to-Point	1	Mission Fli	ght	Desi	red A/C Type:		O	irplane			Vendor			
Pilot(s)   Pist   Pis	Mission Objecti	ve/Special Needs											Phone No.			
DEST   DIST   RETURN   NAME/TYPE OF CARGO   CU FT   REQUIRET NO.   ARPT   AART													Pilof(s)			
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T. Administrative   S. Method of Resource Tracking:   Satellite   To Scheduling Dispatcher @   (Phone Number)   Phone   (Phone Number)   Phore Takeoff   Pack Stop Enroute   Arrival at Destination   Route Document To:   Phone   (Phone Office)   Phone   (Phone Number)   Phone   (Phone Office)   Phone   Phone   (Phone Office)   Phone   (Phone Office)   Phone   (Phone Office)   Phone						+										
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# HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

MISSION FLICHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:	☐ High elevations, temperatures, and weights:  MAX LANDING ELEV (MSL)  MIN FLIGHT ALTITUDE AGL  ☐ Transport of hazardous materials  ☐ Other	III. APPROVALS	NOTE: Reference Handbook 9420 for approval(s) required.  A. MISSION FLIGHT: Hazard Analysis Performed By:  (Chief-of-Party Signature)  B. MISSION FLIGHTS: Hazard Analysis Reviewed By:  (Dispatcher or Aviation Manager Signature Required)  C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**:  (Line Manager Signature)  (Line Manager Signature)  (Authorized Hare.
hts exempt provided a pre-approved plan is in place). T and will be reviewed with Pilot and Chief-of-Party prior to	☐ Towers and bridges ☐ Other aerial obstructions: ☐ Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE	II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST	Means of flight following and resource tracking requirements have been interested with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained.    Flight hazard maps have been supplied to Chiefof-Party for non-fire low-level missions.   Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken.   Chief-of-Party is aware of PPE requirements.   Cost analysis has been completed and is attached. Other/Remarks:
I. MISSION FLIGHT HAZARD ANALYSIS (Fire flig checked, have been identified on flight itinerary map,	Military Training Routes (MTIRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)  Areas of high-density air traffic (airports); Commercial or other aircraft  Wires/transmission lines; wires along rivers or streams or across canyons  Weather factors: wind, thunderstorms, etc.	II. DISPATCHER/AVIATION	Pilot and aircraft carding checked with source list and vendor, carding meets requirements   OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or othergovernment agency aircraft and pilots   Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled   Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)   All DOI passengers have received required aircraft safety training;   OR, Aviation manager will present detailed safety briefing prior to departure   Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use   Or a displacement of the cooperator of the co